

ORD 1998-77

28 November 1977

MEMORANDUM FOR: Chairman Special Panel

SUBJECT : Promotion Recommendation for  
[redacted] (U)

STAT

1. (AIUO) I strongly recommend that [redacted] be promoted to GS-6, the grade comensurate with her position.

STAT

2. (AIUO) [redacted] has been under my supervision since January 1977 and a member of ORD since July 1975. At present, she is one of four secretaries in the Analytical Methodology Research Division serving a staff of seventeen professionals.

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3. (AIUO) [redacted] has continued to grow in her role as an office secretary. She is currently performing the duties of a GS-6 and has readily accepted the additional responsibilities of that position. [redacted] knowledge of office procedures is evident in the ease with which she executes routine tasks and in her ability to effectively respond to new challenges.

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4. (AIUO) As stated in her last fitness report, an overall rating of strong can only describe [redacted] typing, filing, dictaphone, and transcription skills. Ms. Roles has successfully completed the shorthand course sponsored by the State Department and through continuous self-motivation is working towards Agency certification. Her skill definitely meets Agency standards and I am confident she will be able to pass the test.

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5. (AIUO) [redacted] In addition to her general office skills, [redacted] pleasant personality, personal initiative and willingness to help, aid in creating a smooth-running office environment.

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FILED

6. (AIUO) [ ] contributions to AMR/ORD, especially during the establishment of this new Division, far exceed my expectations from a GS-5, clerk typist. STAT

7. (AIUO) Based on the above accounting, I feel a promotion to the next highest grade level, GS-6, is well deserved.

[ ]  
Chief, AMR/ORD/DDS&T

STAT

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

STAT

21 Feb 1978

Date

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